

## **GIS Analyst**

Reports to: GIS Coordinator  
Classification: Full-time/Non-Exempt

Department: Public Works  
Division: GIS

Date:

Approved:

### **Job Function:**

The GIS Coordinator provides general administrative review of objectives.

### **Duties and Responsibilities:**

1. Associate will conduct GIS analysis and development of data for the Public Works Department.
2. Associate will assist with GIS training and support of Town employees.
3. Associate obtains data for organizing, processing, and updating maps, databases and project files.
4. Associate assists in developing GIS layers and databases.
5. Associate performs edits of GIS data.
6. Associate conducts review process of Engineer's As-Built drawing submittals for compliance with department standards.
7. Associate performs field work utilizing the department's global positioning system (GPS) to capture infrastructure data and process into the department's Geographic Information System (GIS). At times the field work will consist of conducting simple surface inventories of features such as manhole structures.
8. Associate performs map production tasks such as, plotting and laminating maps.
9. Associate performs conversion processing of data into the GIS.
10. Associate's duties are somewhat varied in scope, and are of substantial intricacy, with many variables and considerations. Incumbent performs according to technical manuals and department policies and procedures, exercising independent judgment in relating guidelines to specific cases/ situations.
11. Associate performs a majority of duties in a standard office environment involving sitting for long periods, sitting and walking at will, pushing/pulling/lifting/carrying objects weighing over 50 pounds, keyboarding, bending, reaching, crouching/kneeling, color and depth perception, close vision, hearing sounds/communication, handling/grasping/fingering objects, and speaking clearly. Frequently works outdoors with exposure to the elements, some potential exposure to insects and animal bites as well as hazardous chemicals.

12. Supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at anytime. This includes, working on special projects and/or assignment to other work divisions as necessary.

**Job Requirements:**

1. Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
2. Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.
3. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
4. Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
5. Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-worker.
6. Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
7. Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.
8. Ability to lift and manipulate objects up to 100 lbs.

**Knowledge, Skills, and Abilities:**

1. Valid Indiana driver's license.

**Additional Desirable Qualifications:**

1. Baccalaureate Degree in geography, computer science, science, engineering or related field.
2. Five (5) years of related experience, or equivalent combination of related experience, education or training certification.
3. Five (5) years of experience using ArcView GIS software.

4. Two (2) years of underground utility construction experience.
5. Experience using Autodesk Map software.
6. Experience Using AutoCAD software.
7. Experience using GPS hardware.
8. Experience using Trimble's GPS software.
9. Experience with Microsoft Office software.

The deadline for applications is Friday May 5, 2006. The Town of Westfield offers an exceptional benefits package and competitive compensation, DOQ. The successful applicant must be able to pass a background check and drug screen.

EOE

To apply, send resume to:

Westfield Public Works Department  
2706 E. 171st ST  
Westfield, IN 46074

Attn: GIS Coordinator

Fax: 317.867.0202

Email: [wpwdjobs@westfield.in.gov](mailto:wpwdjobs@westfield.in.gov)